

PE Equipment Calibration and Maintenance

A. SCOPE

A.1 The refrigerator/freezer, compound microscopes, balance, and pipettes, although not considered critical equipment in the Primary Examination Section, are monitored, subjected to preventative maintenance or calibrated.

B. QUALITY CONTROL

Not applicable

C. SAFETY

Not applicable

D. REAGENTS, STANDARDS, AND CONTROLS

Not applicable

E. EQUIPMENT

Pipettes
Balance
Compound microscopes
Refrigerator/freezer

F. PROCEDURES

F.1 Pipettes

F.1.1 Pipettes will be calibrated every two years by an external vendor.

F.1.2 If a pipette stops functioning, it will either be taken out of service and sent out immediately for repair to a calibration laboratory or taken out of service until the next scheduled calibration. If a pipette's "as found" value falls outside of the calibration company's tolerance limits, +/- 3%,

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the deviation will be assessed. Acknowledgment of the calibration will be recorded in LAM.

F.2 Balance

- F.2.1 The performance of the balance will be evaluated quarterly internally using the Primary Examination Balance Performance Evaluation Worksheet.
- F.2.2 The balance will be calibrated on an annual basis by an external vendor. Acknowledgement of the calibration and the balance satisfying the accuracy specification of +/- 0.05 g will be recorded in LAM.
- F.2.3 A performance evaluation will be completed on any balance that has been sent out for repair, prior to putting that balance back into service. The section supervisor or their designee will determine the type and extent of this evaluation.

F.3 Compound microscopes

- F.3.1 Compound microscopes will have annual maintenance performed by an external vendor.
- F.3.2 A compound microscope can be used in casework if it allows for the correct identification of spermatozoa.
- F.3.3 A performance evaluation will be completed on any compound microscope that has been sent out for repair, prior to putting that microscope back into service. This evaluation will check for compliance with the specification listed in F.3.2.

F.4 Refrigerator/freezer

- F.4.1 The ViewPoint program will be used to continually monitor the temperature of the refrigerator and freezer as per Division policy.
- F.4.2 The acceptable temperature range for the refrigerator is 1° to 8°C. The acceptable temperature range for the freezer is -8° to -25°C. If the refrigerator/freezer cannot maintain a temperature within the desired range it will be taken out of service and repaired, or replaced with a new refrigerator. Quarterly a summary of any alerts and corrective actions along with a chart of the temperatures collected for the quarter will be reviewed and documented in LAM.

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G. INTERPRETATION GUIDELINES

Not applicable

H. REFERENCES

Not applicable

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